The Board of Trustees of State College of Arkansas convened in regular meeting on April 15, 1970, at ten o'clock in the morning in the Board Room in the Administration Building on the college grounds in Conway, Arkansas, with the following members and officers of the Board present, to-wit:

> Chairman: Louie H. Polk Vice-Chairman Secretary:

Wm. C. Norman Mrs. Rufus W. Morgan, Jr. J. C, Mitchell James W. Ahlf Bill F. Johnson

and with the following member of the Board absent, to-wit:

Dr. John W. Sneed, Jr.

constituting a quorum of said Board, at which meeting the following business was transacted, to-wit:

Chairman Polk declared a quorum present and stated that the meeting was in session.

Trustee Mitchell made a motion that the Board go into executive session for the purpose of considering personnel. A second to this motion was made by Trustee Morgan and passed by unanimous vote.

Upon the recommendation of President Snow, the following retirements, resignations, and leaves of absence were approved by motion made by Trustee Johnson, seconded by Trustee Morgan, and passed by unanimous vote:

Retirements:

1. Flor'a Kennedy, Assistant Professor of Art, effective May 31, 1970.

D. W. Blackburn, Professor of Business, effective May 31, 1970. 2.

3. Frances Terry, Associate Professor of English, effective May 31, 1970.

Resignations:

Robert Gant, Instructor of Music, effective May 31, 1970. 1.

Donald Evatt, Data Processing Supervisor, effective April 10, 1970. 2.

3. Russell Godwin, Instructor of Foreign Languages, effective May 31, 1970.

4. Betty Abbott, Instructor of Geography, effective May 31, 1970. 522.

- 5. Randy Jeter, Instructor of Art, effective May 31, 1970.
- 6. Robert Doak, Instructor of English, effective May 31, 1970
- 7. Paula Adlong, College Nurse, effective May 31, 1970.
- 8. David Maberry, Instructor of Speech, effective May 31, 1970.

Leaves of Absence:

- 1. Patrick Hasty, Instructor of Music and Assistant Director of Bands.
- 1970-71 school year.
- 2. Sue Thompson, Assistant Professor of Home Economics, fall semester, 1970.

Upon the recommendation of President Snow, the following appointments were approved upon motion made by Trustee Norman, seconded by Trustee Mitchell and passed by unanimous vote. This motion further stipulated that:(1)Effective July 1, 1970, Department Chairmen will be permitted to earn a maximum of \$400.00 annually by participation in extension and/or correspondence if they so choose. (2) Residence Hall Supervisors while employed for either the first or second summer terms will be required to live in the dormitories for the convenience of the Board for which no charge will be made for the apartment, utilities, or meals when eaten in the college cafeterias. Residente Hall Supervisors when not on the payroll may live in the dormitories for which no charge will be made for the apartment or utulities but will pay for meals at student rates if eaten in the college cafeterias.

		SALARY	SALARY
NAME	RANK	1969-70	1970-71
Graduate School:			
B.A.Lewis	Dean \$	16,250.00* \$	17,000.00*
Undergraduate Studies:			
H.B. Hardy, Jr.	Professor-Dean	16,250.00*	17,000.00*
College of Science and Hu	umanities:		
O.W. Rook	Dean	16,250.00*	17,000.00*
	•		
Department of Biology:	· ·		
Neal Buffaloe	'Professor-Head	13,200.00	13,600.00
Jewel Moore	Professor	12,600.00	12,900.00
Jimmy Throneberry	Professor	12,600.00	12,900.00
Richard Colling	Assoc. Prof	11,800.00	12,000.00
T. J. Burgess	Assoc Prof	10,260.00	10,500.00
Harold Cooper	Assoc Prof	5,700.00**	5,800.00**
D.D. Smith	Asst Prof	10,600.00	10,800.00
Robert Kirkwood	Asst Prof	9,200.00	9,300.00
Ray Kinser	Asst Prof	9,000.00	9,300.00
Nick Piediscalzi	Instructor	8,400.00	8,600.00
Department of Chemistry	r:		
Jerald Manion	Professor-Head	13,200.00	13,600.00
C.C. Kennedy	Professor	12,600.00	12,900.00
G.S. Paul	Professor	11,600.00	11,800.00
Faril Simpson	Assoc Prof	11,000.00	11,800.00
M.W. Rapp	Asst Prof	10,600.00	10.800.00
Arthur Hoyt	Asst Prof	10,400.00	10,800.00
Department of English, S	Speech, and Journalism:		
Ralph Behrens	Professor-Acting Head	10,700.00	12,000.00
E.A. Nolte	Professor	13,200.00***	12,900.00
E.C. Polk	Professor	12,600.00	12,900.00
Eva Burkett	Professor	11,500.00	11,600.00
Richard Hudson	Assoc Prof	9,300.00	9,500.00
Dean Duncan	Asst. Prof	9,600.00	10,000.00
Dorothy Finklea	Asst Prof	8,700.00	9,000.00
Mary Robinson	Asst Prof	8,700.00	8,900.00
Marie Rodgers	Asst Prof	8,700.00	9,000.00
*12 months salary			
**Part-time teaching			
			-
***Professor-Head of D	epartment		•

Department of Engli	sh, Speech and Journal	ism, continued:	
1		SALARY	SALARY
NAME	RANK	1969-70	1970-71
Mary Henze	Asst Prof	\$ 8,340.00 \$	8,600.00
Betty Young	Asst Prof	8,340.00	8,600.00
Jeff Henderson	Asst Prof	9,400.00	9,600.00
Virginia Holiman	Instructor	on leave	8,600.00
Grace Vineyard	Instructor	8,100.00	8,300.00
Leroy Henderson	Instructor	7,900.00	7,900.00
Neil Preston	Instructor	7,500.00	7,700.00
Sally Roden	Instructor	7,400.00	7,600.00
Jane Boling	Instructor	7,400.00	7,600.00
Sarah Fountain	Instructor	7,400.00	7,600.00
May Hope Moose	Instructor	7,200.00	7,400.00
May nope moose	moti detoi	1,200.00	1,400.00
Department of Forei	gn Languages:		
Ramon Rozzell	Professor-Head	13,200.00	13,600.00
Nicole Hatfirld	Asst Prof	5,500.00	5,500.00
Hilda Avila	Instructor	7,500.00	7,500.00
		.,	
Department of Geogr	aphy		
Wm. Keinath	Professor-Head	12,600.00	13,400.00
Louis Koeppe	Asst Prof	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	9,200.00
Joe E. Yates	Instructor	7,500.00	7,700.00
		.,	.,
Department of Histor	ry and Political Science	e	
Horace Adams	Professor-Head	12,850.00	13,250.00
Foy Lisenby	Professor	12,400.00	12,700.00
W. W. Moore	Professor	11,800.00	12, 500.00
Charles Evans	Assoc Prof	10, 300.00	10, 500.00
Wm. Larsen	Assoc Prof	9, 100.00	9,300.00
Simms McClintock	Asst Prof	9,200.00	9,400.00
John Buckner	Asst. Prof	9,000.00	9,200.00
George Lassett	Asst Prof	6,840	7,000.00
Maurice Webb	Instructor	8,300.00	8,500.00
Wm. Mayes	Instructor	8,300.00	8,400.00
Donald Jones	Instructor	7,500.00	7,700.00
Carolyn Williams	Instructor	6,700.00*	6,800.00*
Kenneth Brown	Instructor	2,665.00	2,700.00
Kenneth Drown	Instructor	2,005.00	2, 100.00
Department of Mathe	matics:		
Frank Hudson	Professor-Head	13,200.00	13,600.00
W. D. Moon	Professor	12,800.00	12,900.00
J. D. Henry	Professor	12, 300.00	12,600.00
Darrell Kilman	Assoc Prof	10,600.00	11,800.00
Harold Henry	Assoc Prof	9,700.00	9,900.00
Earl McGehee	Asst Prof	on leave	10,800.00
James Dombek	Asst Prof	on reave	10,600.00
Virginia Bonds	Asst Prof	9,100.00	9,300.00
Donald Adlong	Asst Prof	9,100.00	9,300.00
James McKim	Asst Prof	9,100.00	9,300.00
Estelle White	Asst Prof	8,700.00	8,900.00
• • • •	Instructor	8,600.00	8,900.00
Mary Muse Tom McAnally	Instructor Instructor	8,200.00	8,400.00
10111 Witchilally	motructor	0,200.00	0,400.00
Department of Physi	C8:		
Denver Prince	Professor-Head	13,200.00	13,600.00
Ralva Bass	Assoc Prof	10, 100.00	10, 500.00
Darrell Hutchins	Asst Prof	10, 500.00	10,800.00
Harold Pray	Asst Prof	on leave .	10,600.00
Maurice Ayers	Instructor	7,200.00*	7,300.00*
	2	., 200,000	.,
Department of Philo	sophy		
Patrick Murray	Professor-Head	11,400.00**	13,000.00
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Mark Woodhouse	Asst Prof	9,800.00	10,000.00

*One year terminal appointment

**Associate Professor

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524.			CALADY
		SALARY	SALARY
NAME	<u>_ RANK</u>	<u>1969-70</u>	1970-71
College of Fine An Appli	ed Arts and Sciences		
Jefferson Farris	Dean \$	16,250.00*	\$ 17,000.00*
Department of Art:			
Jerry Poole	Assoc Prof-Head	11,000.00	12,000.00
Gene Hatfield	Asst Prof	9,100.00	9,300.00
Josephine Graham	Asst Prof		9,000.00
Robert Thompson	Instructor	7,900.00	8,200.00
Department of Health and	d Physical Education:		
Fletcher Lòwry	Professor-Head	11,300.00**	13,000.00
Arvil Burks	Assoc Prof	11,400.00	11.700.00
Betty Swift	Assoc Prof	10,200.00	11,000.00
Cliff Horton	Asst Prof, Athletic Dir.	10, 100, 00	
	& Head Basketball Coac	h on leave	12.000.00***
Bill Nutter	Asst Prof & Head Track	in on ieuve	12,000.00
Bill Hatter	Coach	10,300.00***	10,800.00***
Willa B. Spencer	Asst Prof	8,700.00	8,900.00
Raymond Bright	Head Coach	12,200.00***	12, 500.00***
, .	Head Baseball Coach &	12, 200.00	12, 500.00
Kex Loven		10 100 00***	10, 200, 00***
Dill Crarkens	Asst Football Coach	10, 100.00***	
1	. Instr & Asst Coach	9,000.00***	9,500.00***
Henry Hawk	Instr & Asst Coach	9,000.00***	9,500.00***
Ann Machen	Instructor	7,200.00	7,400.00
Vance Strange	,	ack	
	& Swimming Coach	2,700.00	3,600.00
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Department of Home Eco	nomics:		
Alton Siler	. Professor	12,400.00#	12, 400.00
Frances.Webb	. Assoc Prof & Dir of		10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -
	Student Teaching	9,620.00	9,800.00
Sue Adams	Assoc Prof	8,750.00	8,900.00
Almeria.Lindsay	Asst Prof	8,700.00	8,900.00
Frances Jeffress	Instructor	7,400.00	7,600:00
Molsie Osborne	Nursery School Teacher	3,100.00	3,200.00
Department of Industrial	.Education:		
	Professor-Head	13,200.00	13,600.00
Kenneth Jordan	Asst Prof	10,600.00	10,800.00
Bernard O'Dwyer	. Instructor	8,600.00	8,800.00
Charles Powers	Instructor	8,100.00	8,400.00
		0,100.00	0, 100.00
Department of Library S	cience:		
Lee Spencer	Professor-Head	14,000.00*	14,500.00*
Gladys Sachse	Assoc Prof-Asst Libr	10,700.00*	11,000.00*
Opal Walters	Asst Prof-Asst Libr		
Jerrel Moore	Instr-Asst Libr	8,900.00*	9,400.00*
LaVonne Blackman		9,150.00*	9,400.00*
	Instr-Asst Libr	8,400.00*	8,600.00*
Ruth Farmer	Instr-Asst Libr	8,500.00*	8,600.00*
Gay Moore	Instr-Asst Libr	6,700.00	6,700.00
Carole Powers	Instr-Asst Libr	6,700.00	6,700.00
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Department of Music:			
Carl Forsberg	Professor-Head	12,300.00##	13,500.00
Howard Groth	Professor	13,200.00#	12,900.00
Sue Evans	. Asst Prof	8,900.00	9,200.00
*12 month's salary			
**Associate Professor			
	ust teach one summer term		
#Professor-Head			
##Professor			
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525.

		SALARY	SALADY
NAME	RANK	1969-70	SALARY 1970-71
Department of Music,			
	Asst Prof	on leave	\$ 7,800.00
Leonard Phillips	Asst Prof	5,760.00	7,800.00
Homer Brown	Instr & Band Dir	9,200.00	9,400.00
	Instructor	4,000.00	4,400.00
	Instructor	4,000.00	4,400.00
Department of Nursin			
Mildred Armour	Assoc Prof-Head	11,600.00*	12,000.00*
Jeanetter Grosici	Professor	13,333.33#	13,333.33#
Elva Holland	Asst Prof	8,700.00	8,800.00
Lenore Gerdes	Asst Prof	8,600.00	8,800.00
Antoinette Thompson	Asst Prof	8,600.00	8,800.00
Anna Lee Sanders	Asst Prof	8,500.00	8,700.00
Greta Slater	Asst Prof	8,500.00	8,700.00
June Garner	Asst Prof	8,200.00	8,600.00
Linda Lambert	Asst Prof	8,200.00	8,600.00
Evelyn Harper	Asst Prof	8,300.00	8,500.00
Clara Forsberg	Asst Prof	8,300.00	8,500.00
Keith Taylor	Instructor		8,400.00
Bernice Narracong	. Instructor		8,200.00
Mary Lachowsky	Instructor	8,000.00	8,200.00
College of Business	•		
and the second state of the second	. Dean	16,250.00*	17,000.00*
Department of Busine			
, .	Professor-Head	11,900.00**	13,000.00
	Associate Professor	10,260.00	10,460.00
	Asst Prof	7,900.00	8,100.00
Carlysle Ellis	Instructor	7,900.00	8,100.00
Russell Westmeyer	Professor	14,600.00***	14,600.00*
Loren Guffey	Professor	11,900.00	12,500.00
Homer Saunders	Asst Prof	10,700.00	10,900.00
Max Stacy	Assoc Prof##	10,500.00	11,000.00#
-	Assoc Prof	10,450.00	10,450.00
Gordon Dodson, Jr.	Asst Prof	1,000	11,800.00
Riggs Tucker	Asst Prof	10,000.00	10,200.00
Frank McAlister	Asst Prof	8,500.00	8,700.00
Freyor Falkner	Asst Prof	8,000.00	8,500.00
Owen Moseley	Instructor	8,500.00	8,700.00
R. Zug	Instructor	8,100.00	8,300.00
Larry Magness	Instructor	7,900.00	8,100.00
. D. Southerland	Instructor	7,500.00	7,800.00
Elsie Pickett	Instructor	3,780.00	3,900.00
College of Education: Robert O. Morrow	.Dean	16,250.00*	17,000.00*
CODELL O. MIOLLOW	.Dean	10, 200, 00*	11,000.00*
Department of Educat			
A.J. Lynch	Professor-Head	13,200.00	13,600.00
E. R. Hopkins	Prof-Coor of Student	12,400.00	12,800.00
Cecil Garrison	Tchg & Lab Experie Prof-Director of A-V		12,800.00
Bert Stark	Professor	11,700.00	12,200.00
C.W. Powell	Assoc Prof	11, 300.00	11, 500.00
	Assoc Prof Assoc Prof		
J. K. Hoggard Helen Freeman	Assoc Prof	11,100.00	11, 300.00 11, 100.00
		10,900.00	
Mabel Grey Patterson	ASSUC FIOL	10,160.00	10,400.00
		5	
12 months salary	**Associate	Professor	

*12 months salary **Associate Professor ***Carmichael Foundation contributes \$2000.00 of this amount

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#Ten months salary ##Provided doctorate is completed by Sept. 1, 1970

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520.			
NAME	RANK	1969-70	1970-71
Department of Educatio			
Laura Curb	Asst Prof \$	10,800.00 \$	10,800.00
C. O. Manning	Asst Prof	10,500.00	10,800.00
C. O. Manning	ABSTITIO	10, 500.00	10,000.00
Department of Psycholo	002		
Clydę Reese	Professor-Head	12,133.00*	13,000.00
Paul Witherspoon	Professor	11, 900.00	12, 300.00
Florence Birkmeyer	Assoc Professor	11, 800.00	12, 100.00
Nelton Patterson	Assoc Professor	11, 500.00	12,000.00
James Rollins	Assoc Professor	11, 500.00	11,800.00
Louise Idomir	Assoc Professor	11, 100.00	11, 300.00
Richard Buckley	Assoc Professor	10,900.00	11, 100.00
William Zaffiro	Assoc Professor	10,900.00	11, 100.00
J. O. Keeter	Assoc Prof-Counselor	10,800.00	11,000.00
Bobby Williams	Asst Prof	10,000.00	10, 500.00**
Robert Feese	Instructor	8,300.00	8,500.00
Patricia Leathers	Instructor	6,700.00	6,800.00
Department of Special H	Education:		
Harold D. Love	Professor-Head	13,200.00	13,600.00
James Mayhugh	Assoc Prof	11, 350.00	11, 550.00
Dolly Moseley	Asst Prof	10,600.00	10,800.00
Mary James	Asst Prof	8,100.00	8,100.00
Mary K. Stewart	Instructor	9,000.00	9,100.00
Loreța Holder	Instructor	8,100.00	8,200.00
Shirley Henderson	Instr-Day Sch. Teachr	7,800.00	7,900.00
Elois Glenn	Instructor	6,500.00	6,700.00
Almeda Elliott	Instructor -	7,200.00	7,400.00
Janice Guthrie	Instructor	7,000.00	7,100.00
Michael Winston	Instructor	2,400.00	2,500.00
Civil Defense:			.3°
Richard Holt	Coordinator	7,799.94***	8,181.00***
Marion E. Johnson	Instructor	6,549.97***	6,825.00***
Philip A. Lipsmeyer	Instructor	6,549.97***	6,825.00***
Residence Halls Superv	isors:		
Mona_Bishop	Doyne	2,784.00#	2,784.00#
Troy Ann Buckley	Minton	2,784.00#	2,884.00#
June Saunders	State	2,784.00#	2,884.00#
Geneva Stephens	Hughes	2,928.00#	3,028.00#
Sarah Douglas	Wingo	1,800.00##	1,800.00##
Lora Richardson	Arkansas	3,924.00##	3,924.00##
Edgar Richardson	Arkansas	1,680.00###	1,680.00###
Mae R. Adcock	Denney	2,520.00#*	2,620.00#*
Audrey Harness	McAlister	2,520.00#*	2,620.00#*
Eula King	McAlister	2,520.00#*	2,620.00#*
Mildred Tilden	Bernard	2,520.00#*	2,620.00#*
Beth Williams	Bernard	2,520.00#*	2,620.00#*
Polly Steffin	Bernard	2,520.00#*	2,620.00#*
Margaret Dooley	Conway	2,520.00#*	2,620.00#*
Ruth Minton	Short	2,520.00#*	2,620.00#*
Martha Knowles	Carmichael	2,520.00#*	2,620.00#*
Opal Yoakum	Carmichael	2,520.00#*	2,620.00#*

*Associate Professor-Acting Head **Provided doctorate is completed by 9-1-70 ***Salary for a nine months period ending December 31, 1970

#Plus apartment and utilities on campus ##Plus apartment and utilities on campus-12 months salary ###12months salary #*Plus apartment, utilities and food when eaten in college cafeteria Janet Anderson, Instructor in Occupational Therapy.

Robert A. Burger, American Board of Pathology Clinical Professor and Director of Medical Technology Program.

Oleta Copeland, Instructor in Radiologic Technology.

Peggy J. Echols, Assistant Professor in Radiologic Technology

Joe C. Finnell, Associate Professor and Director of Physical Therapy Program.

William E. Harville, American Board of Clinical Pathology; Associate Professor and Director of Medical Technology.

Jasper McPhail, Professor and Director of School of Health Sciences.

Betty Ann Mason, Assistant Professor in Physical Therapy.

L. Odard Murphree, Assistant Professor in Medical Technology.

Joe B. Scruggs, American Board of Radiology; Clinical Professor and Director of Radiologic Technology Program.

Joseph C. Wall, Assistant Professor in Physical Therapy

James R. Bearden, Assistant Clinical Professor and Associate Director of Radiologic Technology Program.

George H. Brenner, American Board of Radiology; Assistant Clinical Professor in Radiologic Technology.

Otis Cutler, Clinical Instructor in Radiologic Technology.

W. Clyde Glover, American Board of Radiology; American Board of Pediatrics; Assistant Clinical Professor in Radiologic Technology.

A.C. Grimes, Clinical Instructor in Medical Technology.

H. A. Grimes, American Board of Orthopedics; Associate Clinical Professor in Physical Therapy.

George Morrison Henry, Assistant Clinical Professor in Physical Therapy.

Harold Hudson, Assistant Clinical Professor in Physical Therapy.

Robert W. Hunter, Clinical Instructor in Radiologic Technology.

Jim Jackson, Clinical Instructor in Medical Technology.

William K. Jordan, Clinical Instructor in Radiologic Technology.

John W. Joyce, American Board of Radiology; Assistant Clinical Professor in Radiologic Technology.

John W. Lane, American Board of Radiology; Clinical Professor and Radiologic Technology and Director of Residency Program.

Harold D. Langston, American Board of Radiology; Associate Clinical Professor in Radiologic Technology.

W. Sexton Lewis, American Board of Internal Medicine; Associate Clinical Professor in Physical Therapy.

David Miles, Assistant Clinical Professor in Physical Therapy.

Bettye Norwood, Clinical Instructor in Medical Technology.

Jennings Osborne, Clinical Instructor in Medical Technology.

Louis A. Persic, Clinical Instructor in Radiologic Technology.

Laura L. Pierkowski, Clinical Instructor in Medical Technology.

Jim Proctor, Clinical Instructor in Medical Technology.

Charles Rodgers, Assistant Clinical Professor in Physical Therapy,

S. William Ross, American Board of Internal Medicine; Clinical Professor in Physical Therapy.

John C. Schultz, American Board of Internal Medicine; Associate Clinical Professor in Physical Therapy.

A. Cecile Shoptaw, Clinical Instructor in Radiologic Technology.

Elvin Shuffield, Clinical Professor of Physical Therapy and Occupational Therapy. Lyndell Smith, Clinical Instructor in Medical Technology.

R. B. Sorrels, Assistant Clinical Professor in Physical Therapy.

Dale Stonecipher, Clinical Instructor in Physical Therapy.

E. L. Wilbur, American Board of Pathology; Clinical Professor in Medical Technology.

John L. Wilson, Assistant Clinical Professor in Physical Therapy Jan Wornock, Clinical Instructor in Medical Technology.

Douglas E. Young, American Board of Pathology; Assistant Clinical Professor in Medical Technology.

Don Corley, Clinical Professor of Health Science Administration.

John A. Gilbreth, Clinical Professor of Health Science Administration.

Trustee Johnson made a motion that effective September, 1970, meal tickets be increased \$3.00 per pay period (four times within a semester), and dormitory rentals be increased \$2.00 per pay period (four times within a semester). A second to this motion was made by Trustee Norman and passed by unanimous vote.

A motion was made by Trustee Mitchell, seconded by Trustee Ahlf and passed by unanimous vote that President Snow be suthorized to make staff appointments for the summer session 1970, for the regular session 1970-71, to be formally acted upon at subsequent meetings of the Board. Salaries will be in accordance with the 1969-71 State College of Arkansas Appropriation Act.

Trustee Mitchell made a motion that President Snow be given a three year contract effective July 1, 1970, at the salary rate as established in the State College of Arkansas Appropriation Acts for the fiscal years 1970-71, 1971-71, and 1972-73. For the convenience of the Board of Trustees President Snow is required to live in the President's Home for which no rent nor utilities are to be paid. A second to this motion was made by Trustee Morgan and passed by unanimous vote.

An estimated cash position at the close of the 1969-70 fiscal year was presented by Harold D. Eidson, Vice President for Fiscal Affairs. Trustee Mitchell made a motion that the financial report be adopted with the understanding that continued efforts be exerted to make possible a year-ending balance July 1, 1970, of at least \$31,728.62 as shown. A second to this motion was made by Trustee Ahlf and passed by unanimous vote.

Upon motion made by Trustee Mitchell, seconded by Trustee Norman, and passed by unanimous vote, the Board went into executive session to discuss the resignation of an employee in the business office.

Motion was made by Trustee Mitchell, seconded by Trustee Norman, and passed that the meeting adjourn.

Mrs. Rufus W. Morgan, Jr., Secretary

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